

**Laboratory Verified Report (LVR)**

Note: This form must be submitted by the DSA approved testing laboratory within 14 days of the conclusion of the testing program, or when work has stopped for more than one month, or if the services of the laboratory have been terminated for any reason.

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| A. | Re: Project Name _____ School Name _____ To: School Dist. _____ Address _____ Attention _____ | DSA File # _____ DSA App. # _____ Final-Work 100% Complete In-Progress: _____ % Complete Terminating: _____ % Complete |
| | B. It is my professional opinion that all of the structural tests required by the Division of the State Architect (DSA) approved documents for the project identified in Section A were performed. Any tests of which I am aware that were not performed are listed on an attachment to this report. I am of the professional opinion that the tests were performed in accordance with the requirements of the DSA approved documents. | |
| C. | All reports were sent to all entities as required by Section 4-335 of Title 24, Part 1. | |
| D. | Qualified personnel under my direct supervision conducted all sampling, handling, and testing services. | |
| E. | The results of all tests indicate that the materials tested comply with the requirements of the DSA approved documents. | |
| F. | <p>I declare under penalty of perjury that this report was prepared under my direct supervision, I know the contents thereof, and that all of the statements are true and correct.</p> <div style="border: 1px solid black; width: 150px; height: 100px; margin: 20px auto;"></div> <p>Signed _____ ENGINEERING MANAGER Affix Seal Here Date _____</p> <p>Print Name: _____</p> <p>Lab Name: _____ DSA / LEA # _____</p> <p>Address: _____ City: _____ State: _____ Zip: _____</p> | |

cc: Project Architect
Structural Engineer
Project Inspector
DSA Regional office

See other side for instructions

Instructions for Form DSA-291 - Laboratory Verified Report (LVR)

This form may be used to satisfy the reporting requirements of Title 24, Part 1, Section 4-335(e) and 4-336 for the testing of materials. The instructions below explain how the form should be completed and how it may be modified for unusual situations.

Section A: This form must be submitted to the School District, and copies are to be distributed per Section C below. The DSA file and application number **MUST** be provided in the upper right hand corner. The DSA file number is generally shown on the first sheet of the drawings and the "signature page" of the specifications. The DSA application number is shown on the DSA approval stamp on every sheet of the drawings.

Checkboxes are provided to indicate whether the form is being used as a "Final Verified Report", a "Terminating Verified Report", or as an "In-Progress Verified Report."

- **Final Verified Report** is required at the conclusion of work for every project.
- **Terminating Verified Report** is required when your services are terminated during construction for any reason.
- **In-Progress Verified Report** may also be required because construction has stopped for more than a month (per Title 24, Part 1 Section 4-336(c)3) or because DSA has required an "in-progress" verified report to be filed (per Section 4-336(c)5).

Section B: If any of the tests and inspections required by the approved plans, specifications and test and inspections list (form DSA 103-1) were not performed, those which were not performed must be outlined on an attachment.

It is essential that the tests and inspections were performed in accordance with the requirements of the DSA approved documents. Instructions from the project architect, the owner of the project, or any other entity to the contrary must be specifically described on an attachment.

Section C: All test reports must be sent to the architect in charge of the project, the structural engineer in charge of the project, the project inspector, and to DSA. Note that the original reports must be sent to the school district. If reports were not sent to all parties as required by Section 4-335(d), cross out the statement and attach an explanation.

Section D: If persons other than qualified personnel under the supervision of the civil engineer conducted portions of the sampling, handling, transportation or testing of the materials, then cross out the statement and attach a description of the circumstances.

Section E: Any test indicating that work did not comply with the DSA approved requirements must be reported on this form by crossing out the statement and attaching a description of the circumstances. All reports indicating that material or workmanship was non-compliant shall be listed on this form and copies of all such reports shall be attached. Acceptance letters from the design professional and/or any other documents pertinent to the noncompliance reports shall also be attached when available.

Section F: This report must be signed under penalty of perjury by the California registered civil engineer in charge of the testing facility. The name and address of the facility performing the tests must also be provided.